

JOHN WAIHEE  
GOVERNOR



DIRECTOR'S OFFICE  
DEPT. OF  
TRANSPORTATION  
Aug 26 3 10 PM '94

ROBERT P. TAKUSHI  
COMPTROLLER

LLOYD I. UNEBASAMI  
DEPUTY COMPTROLLER

STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES

P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

August 25, 1994

COMPTROLLER'S MEMORANDUM NO. 1994-27

TO: Heads of Departments  
ATTN.: Payroll and Personnel Offices  
FROM: Robert P. Takushi, Comptroller  
SUBJECT: Return of Payroll Checks

This is to remind all departments that it is of utmost importance that a payroll check which is not distributed to the employee on pay day, because the employee has terminated employment or is on leave without pay, be immediately returned for cancellation or other disposition. State checks are valid for only six (6) months from date of issue. Employing departments will encounter problems if stale dated checks are presented for cancellation.

Please transmit this reminder to those individuals in your department who are responsible for the distribution of the payroll checks.

ROBERT P. TAKUSHI  
Comptroller

8/29/94  
copy to DIIS-F  
AIR-AF  
HAR-SF  
HMM-SF